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HEAVY DUTY

SHREDDER USER MANUAL
Manual del usuario de la trituradora
Manuel d'utilisateur de déchiqueteur

Model/
Modelo/
Modèle
HD 8CC0

Modelo
HD 8CO

Modèle no
HD 8CO

HD 8CO

HEAVY DUTY CROSS-CUT SHREDDER

Call for technical support: 1-877-777-4357
Para soporte técnico llame al: 1-877-777-4357
Assistance technique au numéro: 1-877-777-4357

Before operating this unit, please read all instructions.
Lea detenidamente las instrucciones antes de usar esta producto.
Veuillez lire toutes les instructions avant d'utiliser ce produit.

Operating Instructions

Installation	Paper Capacity: 25 Sheets* (8.5" x 11" Paper)
Operation	Paper Shred Size: 5.9 in. x 1.97 in. (4mm) (150mm x 50mm)
Maintenance	Paper Entry Width: 9.4 in. / 238 mm
Trouble Shooting Paper Shredders	Credit Card and CD Capacity: 1 Unit(s)
Limited Product Warranty	Motor: 1500/60Hz, 1.5A

***ONE YOUNG SHEET OF PAPER EQUATES TO 3 SHEETS OF PAPER**
Marcas papel, transfiere a otro tipo más ligero hasta capacity.

INSTALLATION:

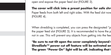

FIGURE 1

Make sure the basket liner is securely closed (fig). The shredder features a safety power cut off and will not operate if the basket is removed. Shredders with pullout wastebasket features a safety power cut off upon the removal. (FIGURE 1)

A waterproof should be used for equipment and be easily accessible.
Connect the power cord to any standard 120 volt AC outlet.

It is not designed to operate with any other establishment. An extension cord if located on the back of the unit. Do not use shredder in the open air. Do not use shredder near water or in damp or wet conditions, which allow the shredder to be operated. Using the wastebasket with a plastic bag will interfere and may keep the shredder from functioning.

Caution: Unplug shredder when not in use.
Use care when handling the shredder and the wastebasket.

OPERATION:

FIGURE 2

ASSA POWER – This shredder has a Motor Power Switch that which must be "ON" to operate. To stop operation, switch to "OFF" position. Shredder will automatically shut off when the wastebasket is removed. (FIGURE 2)

ShredSafe™ technology is an added safety feature incorporated in this particular model. It is a non-working release that is activated by a safety key. Press the designated "push keys" once or more to activate the shredder.

To begin shredding, locate the switch on the unit and select the "ON" mode (FIGURE 2). The Green LED light indicates the shredder is "ON" and ready to use. Press the designated "push keys" once or more to activate the shredder.

The unit will only turn on in proper position for safe shredding.

Paper feeds from left slot (or right slot). With the feed slot now open, you can shred sheets of paper. (FIGURE 3)

When shredding is completed, you can press the designated "push keys" once on the cover to lift shut the power feed (for FIGURE 3). It is recommended to have the paper feed slot closed when shredder is not in use. Shredder will not operate if the paper feed slot is open. (FIGURE 4)

Be sure to set th upper the cover completely beyond the proper position, otherwise the ShredSafe™ power cut off feature will be activated and the shredder will be inoperable. Re-press "Power On" light will be off, indicating that the shredder is NOT READY for use.

FIGURE 3

FIGURE 4

WARNING:

- Avoid touching the document feed opening with hands.
- Do not spray or keep any aerosol products in or around shredder.
- Product is not intended for use by children (under 8 years).
- Avoid shredding clothing or jewelry which could be caught in shredder.
- Do not insert foreign objects into the document feed opening.
- Avoid getting hair near the document feed opening.

DO NOT USE CHEMICALS IN SHREDDER.
RISK OF FIRE. Never use any petroleum based or flammable oils or lubricants in or around the shredder. Use only manufacturer approved oil.

NEVER dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, cloth products, paper towels, etc.) in the shredder. Some chemicals are flammable and may cause a fire if they are shredded. Do not shred any chemicals.

Never, never, never, or anything with adhesives including labels and envelopes.
While the shredder will shred plastic, it is recommended that you remove from whenever possible to avoid damage to the shredder.

Only shred credit cards and CDs by feeding them vertically within the designated area. Never feed more than one credit card at a time.

Remove non-CD/credit card items.
Feed CDs and credit cards finger through the center ring only while holding into the shredder. Serious injury may occur.
Never feed more than one credit card or CD/DVD at a time.
Do not shred CDs/DVDs with adhesive labels on it or any cracked, warping, other shredding items.
Shredder will stop when the extra disc has been destroyed.

MAINTENANCE:

Keep your shredder running with ultimate reliability with the following three shredder supplies:

Shredder Lubricant Sheets
To quickly and conveniently lubricate shredder blades (shredder lubrication, use a Shredder Lubricant Sheet once).

Shredder Oil
Apply a bead of the lubricant across a sheet of paper once a month and shred it. It helps to keep the shredder blades operating well over many years of use.

Shredder Bags
Shredder bags make emptying basket faster and easier while reducing shred dust and spillage.

Oil the shredder blades every month with recommended lubricant sheet (Office Depot item number 333423 or Office Depot item number 128160).

Only use the shredder oil provided or recommended in an annual shredder.
DO NOT USE CLEANING AND OIL SHREDDERS.

CLEANING
- **ALWAYS UNPLUG THE SHREDDER BEFORE CLEANING**
- **Only clean the shredder by carefully wiping the unit with a dry soft cloth or wood.**
- **Never use water or any liquid cleaners to clean the shredder. This may result in damage or malfunction to the electrical components. If the shredder happens to get wet, be sure to completely dry the unit immediately with a cloth or towel.**
- **Never use abrasive cleaners on the shredder.**
- **This may result in serious injury or damage to the product.**

LIMITED PRODUCT WARRANTY:

Swingline Avenue Trading, Inc.
Limited Product Warranty

The limited warranty covers the original purchaser of new product sold for normal commercial, personal or household use within the United States of America. The warranty period is 1 year from the date of purchase and commences on the date the product was purchased. Proof of purchase in the form of a bill of sale or receipt is required. Upon proof of purchase within the warranty period, the product will be repaired or replaced at our option without charge, any product which fails under normal use as a result of such defect. This warranty does not cover damage which occurs in shipment or due to act of God, accident, misuse, improper wiring, fire, unauthorized repair, alteration, abnormal use or failure to follow instructions.

ALL IMPLIED WARRANTIES INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE LIMITED IN DURATION TO THE DURATION OF THIS WRITTEN WARRANTY. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH MAY VARY BY STATE OR PROVINCE.

THIS WARRANTY APPLIES ONLY WITHIN THE U.S. AND CANADA.

Return Instructions
Please call 1-877-777-4357 (1-877-777-4357) for warranty service or product support.

Instrucciones para operar

Capacidad	25 Hojas de papel*
Capacidad de tarjetas de crédito y CD	1 Unidad(es)
Tamaño de corte	de partículas de 5.9 in. x 1.97 in. (4mm) (150mm x 50mm)
Ancho de entrada	9.4 in. / 238 mm
Tipo de corte	Corte cruzado
Capacidad de papel de calidad 20	Una hoja de papel de calidad 20
Motor	1500/60Hz, 1.5A

***UNA HOJA DE PAPEL POR HOJAS EQUIVALE A 3 HOJAS DE PAPEL**
Un papel de papel, la trituradora un papel para una de los papeles anteriores sobre la capacidad.

INSTALACIONES:

FIGURA 1

Asegúrese de que la parte del cuerpo de la deseche bien cerrada. Después de instalada, la trituradora se apaga y no funciona si la papelera no está en su lugar. Las trituradoras con papelera extraíble se apagan cuando se retira la papelera. (FIGURA 1)

El enchufe debe instalarse cerca del tomacorriente y no retirar debe ser fácil.

Para uso en interiores solamente. No utilice la trituradora al aire libre ni cerca de agua o en lugares húmedos. Si la papelera se llena demasiado, el papel puede quedar atascado y la trituradora no funcionará.

Precaución: Desenchufe la trituradora cuando no la esté usando.
Tenga cuidado al manipular la trituradora y la papelera.

OPERACIÓN:

FIGURA 2

ASSA POWER – Este triturador tiene un interruptor de encendido que debe estar en la posición "ON" para funcionar. Para detener el funcionamiento, cambie a la posición "OFF". El triturador se apagará automáticamente cuando se retire la papelera. (FIGURA 2)

La tecnología **ShredSafe™** es una característica de seguridad adicional, incorporada a este modelo en particular. Es una liberación sin funcionamiento que se activa con una llave de seguridad. Presione las "teclas de empuje" designadas una o más veces para activar la trituradora.

Para comenzar a triturar, busque el interruptor en la unidad y seleccione el modo "Encendido" (ON). La luz LED verde indica que la trituradora está "ENCENDIDA" y lista para usar. Presione las "teclas de empuje" designadas una o más veces para activar la trituradora.

La unidad solo se encenderá en una posición preestablecida para la trituradora segura.

El papel se alimenta desde la ranura izquierda (o la ranura derecha). Con la ranura de alimentación de papel abierta, ahora puede triturar hojas de papel. (FIGURA 3)

Cuando haya terminado de triturar, puede apretar la sección designada "presione para cerrar" en la cubierta, para cerrar la ranura de alimentación del papel (FIGURA 3). Se recomienda mantener cerrada la ranura de alimentación de papel cuando la trituradora no esté en uso. El triturador no funcionará si la ranura de alimentación de papel está abierta. (FIGURA 4)

**Asegúrese de no subir completamente la cubierta más allá de la posición correcta, de lo contrario, se activará la función de corte de energía de seguridad ShredSafe™ y la máquina no podrá usarse. Cuando la luz verde "Power On" (Encendido) se apague, se ha creado "Power On" (Encendido) se apagará, se ha creado "Power On" (Encendido) se apagará, se ha creado "Power On" (Encendido) se apagará